

**APPLICATION FOR THE ISSUE OF ELIGIBILITY CERTIFICATE FOR THE
ACADEMIC YEAR _____**

From: _____ _____ _____ Pincode: _____	To The Registrar, Pondicherry University Pondicherry
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Fee/ Particulars - Amount : _____
Challan/DD No. & Date : _____

Sub: Request for Issue of Eligibility Certificate for the academic year _____.

1. Course for which admission is sought :
2. Candidate's name as recorded in the certificate (IN BLOCK LETTERS) :
3. Details of qualifying examination passed:

a)	Examination	
b)	Reg.No. Month & Year	
c)	University/Board	
d)	Duration of the course	
e)	Pattern of Education	
f)	Whether passed through School/College study/Open University system correspondence Course	
g)	Name of the College/School last studied	
h)	Date of Birth(as per T.C)	

4. Details of Original Certificates enclosed with his/her application:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

5. Contact Information:

Mobile No: _____ e-mail id: _____.

SIGNATURE OF THE CANDIDATE

NOTE:

1. Admission to Under Graduate degree course:
Candidates who have passed the qualifying examinations under 10+2 pattern. This is accepted by the Academic Council of the University as equivalent to Hr. Sec. Examination of a statutory Board of Hr. Sec. Education alone is Eligible for admission. First year of three year degree course/professional Degree course in this University.
2. Admission to Post Graduate Degree course:
Candidates who have passed the three year degree course of other Universities under 10+2+3 or 11+1+3 or 11+2+2 are alone eligible for Admission to Post graduate degree course for which a degree is prescribed as the admission requirement.

INSTRUCTION TO CANDIDATES:

- 1) The following are the fees prescribed for issuing the Eligibility certificate:-
 - a) Qualifying Examinations passed Outside India **Rs. 2000/-**
 - b) Qualifying Examinations passed with in India. **Rs. 500/-**
- 2) The amount should be remitted in the Indian Bank Pondicherry University Branch by Challan in the University Account No. **6659344508**.
- 3) In case Candidates applying by post should submit a Demand Draft for prescribed fee drawn in favour of "*The Finance Officer, Pondicherry University, Pondicherry*" along with a stamped self-addressed envelope for Rs.42/- (*stamp value will vary according to the distance, so the same may be obtained from the post office*).
- 4) A Self-addressed sufficiently stamped envelope should be enclosed for sending the certificate by Registered post.
- 5) If the Original certificates are in a language other than ENGLISH such certificate should be submitted along with an authentic translation in ENGLISH language duly attested by a responsible person.
- 6) Pass or Provisional and Marks statement (IN ORIGINAL) issued by the conducting Authority should be submitted along with the application.
- 7) Photostat copies/Xerox or attested copies cannot be accepted in lieu of the originals.
- 8) The Eligibility Certificate will be sent only by post within a month from the date of receipt of application, if the application is in order.
- 9) The following should be submitted along with the application.
 - a) Pass or provisional Certificate issued by the authority who has conducted the examinations (from 'X' Std onwards).
 - b) Statement of Marks in originals issued by the authority who have conducted the examination (from 'X' Std onwards).
 - c) Transfer Certificate or course certificate issued by the Head of Institution where the candidate has studied the course.
 - d) Fee paid Challan or Demand draft Rs.500/- or Rs.2000/- *as the case may be*.
 - e) A self-addressed stamped envelope for Registered Post.
 - f) In case applicant who have completed their course in foreign countries, they must produce an equivalence certificate obtained from Association of Indian Universities.